

HOW TO WRITE YOUR CONGRESSPERSON

1. Type your letter on plain stationery. Your letter must appear authoritative!
2. Present your view in the first or second sentence of your letter.
3. Keep your letter short and concise.
4. Address only one viewpoint per letter.
5. Give concrete, solid arguments for support/opposition and give reasons why congressperson should support/oppose the issue. You must appear knowledgeable.
6. Do not be emotional in your appeal.
7. Enclose any pertinent data (charts, graphs, statistics, etc.) and site the source of your data.
8. If you supported him/her in the last election or are a member of the same political party, say so. If, however, you are of the opposite political persuasion do not mention anything of this.
9. Be polite and respectful and use the proper form of address.
10. Assume that the congressperson will personally read the letter. Never say, "I know you probably will not read this, but..."
11. In the closing sentences, reiterate your views and ask for support. You must convey the fact that the issue is very important to you.
12. Always sign your letter and give your return address. An anonymous letter may be ignored.

Remember, the congressperson's secretaries and aides will also read the letter. If the letter is convincing enough the you will have won their support too!